

## QUICK TIPS FOR FILINGS IN JUVENILE COURT

### Styling for Child Support Services Division:

***Mother***

***Father***

***vs***

***or***

***vs***

example:

***Father***

***Mother***

Jane Doe  
Petitioner  
vs  
John Doe  
Respondent

John Doe  
Petitioner  
vs  
Jane Doe  
Respondent

### General information for filing matters in Child Support:

1. All documents to be filed shall be typed and include the attorney's name, address and phone number.
2. All petitions shall include a notarized Oath.
3. Any front-end petition for the Child Support Services Division shall include a **JC-195**, Complaint Data Sheet. (green sheet).
4. A Summons is usually the process of choice for a petition. (please include a complete correct address).
5. All Motions shall include a Certificate of Service.
6. We need an original and two (2) copies of all documents filed for our office. If you desire clocked copies, please include them in your total.
7. A **JC-170**, Notification of Order of Parentage, shall be completed when filing a parentage petition.
8. A court date shall be given at the time of filing unless the attorney's calendar is unavailable.

### General Information for filing matters in Protective Services:

In the matter of:  
Jamie Doe  
DOB 01-01-01, PA 3

### General information for filing matters in Protective Services:

1. All documents to be filed shall be typed and include the attorney's name, address, and phone number.
2. All petitions shall include a notarized Oath.
3. We need an original and two (2) copies of all documents filed for our office. If you desire clocked copies, please include them in your total.
4. All filings for the Children's Bureau shall include a **JC-103B**, Protective Services Information Sheet. (incomplete or inaccurate information will greatly impede the process).
5. All filings shall be taken to the second floor, Room 291, and notated on the sign-in-sheet.
6. The assigned staff person shall assist the attorney or runner.
7. The attorney shall be notified of the court date.